

Purpose: This policy establishes procedures and restrictions for CTFD personnel 18 years of age and older during their probationary period prior to and after attaining membership.

Administration: The Assistant Fire Chief and Deputy Fire Chief of Outreach will have joint responsibility for administration of this policy within the scope of their job descriptions.

Policy:

- A. Upon receiving a completed application from a prospective member, a criminal background check will be completed on all applicants by the fire chief.
- B. After receiving a positive recommendation the prospective member's application will be forwarded to the membership committee chairperson.
- C. The membership committee chairperson shall schedule an orientation meeting with the prospective member. At this meeting the prospective member will be interviewed by the membership committee and also given an orientation to the Cumru Township Fire Department which shall consist of a:
 - a. tour of all CTFD stations and apparatus
 - b. issuing new member a probationary firefighter handbook/binder
 - c. review of the requirements for probationary period including participation in company level training sessions and station maintenance nights.
 - d. review of applicable policies to probationary members

At the conclusion of this orientation session, the prospective member will become a Probationary member. This probationary period shall be a period of not less than six (6) months.

- D. The Probationary Member will next schedule a meeting with a Relief Association quartermaster to be issued personal protective equipment and related firefighting equipment based on prior firefighting experience.
 1. During the probationary period, all turnout gear and related firefighting equipment will be kept in a CTFD station to which the Probationary Member is assigned by the Deputy Chief of Operations.
 2. Any CTFD Officer may give a Probationary Member limited permission to take any personal protective equipment home or carry in their personal vehicle for a specified purpose, such as attending training or participating in a CTFD detail.
- E. The probationary member's information will be read and voted on for membership at the next regularly scheduled Cumru Township Volunteer Firefighters Association and Cumru Township Volunteer Firefighters Relief Association meetings.
- F. The probationary member must complete a total of six (6) CTFD activities prior to responding to calls for service. These six (6) activities can be:
 1. Company level training session
 2. Station level maintenance session
 3. CTFD departmental meeting
 4. CTFD Training Coordinator Meeting (mandatory)
- G. The probationary member will schedule a meeting with the CTFD Training Coordinator (mandatory). At this meeting the probationary firefighter's previous firefighting experience will be reviewed (if applicable) and an individualized training program will be developed to meet the goals of the probationary member and the CTFD.

- H. After completing a total of six (6) CTFD activities and meeting with the CTFD Training Coordinator, the probationary member shall be issued the following:
 - 5. Station key access
 - 6. A voice pager and charger
 - 7. One CTFD t-shirt
- I. After completing a total of six (6) CTFD activities and completing Section III of the non-SCBA training packet, probationary members will be permitted to respond to calls for service.
- J. The probationary member must attend, at minimum, two CTFD training sessions per month.
- K. After completing a total of six (6) activities, all probationary members will be required to complete a CTFD non-SCBA training packet during their probationary period to be considered for active membership.
- L. The probationary member will be given status as an exterior firefighter or interior firefighter based on prior experience.
- M. Probationary members who join the department with prior firefighting experience and show document proof of completing an essentials of firefighting course with a live fire burn and/or have obtained national Firefighter 1 certification, which meets the requirements for CTFD interior status, must complete a CTFD non-SCBA training packet. After the CTFD non-SCBA training packet is complete the experienced probationary member must also complete a CTFD SCBA training packet prior to being given interior firefighter status with the CTFD.
- N. At no time during a call for service shall a probationary member enter an IDLH environment unless the probationary member has been granted interior firefighter status.
- O. Prior to being placed on Active Member Status, the probationary member must complete the skill competencies identified in the Non-SCBA qualification packet and complete a Cumru Fire Department medical physical examination.
- P. After a period of six months of probation the member's training packet(s), attendance and performance will be reviewed by the Fire Chief, Assistant Chief, and Deputy Fire Chiefs. Based upon the findings of this review, the Fire Chief may:
 - 1. Place the member on Active Member Status
 - 2. Extend the probationary period for one period of up to six (6) months
 - 3. Terminate the membership of the probationary member
- Q. The Fire Chief will have sole authority for final approval of granting active member status. Any member who is on probationary status may be subject to permanent removal from firefighting duty at the discretion of the Fire Chief at any time.